

**Title 299 - NEBRASKA REAL ESTATE COMMISSION**

**Chapter 7 - CONTINUING EDUCATION ACTIVITIES; REQUIRED HOURS; APPROVAL; RESTRICTIONS; DENIAL; REVOCATION; APPEAL PROCESS; RECORD KEEPING.**

**001** Of the twelve hours of continuing education required in Section 81-885.51 of the Nebraska Real Estate License Act (a) six hours in each two-year period shall be taken in continuing education activities which are derived from material covering ethical decision-making or federal or state laws, rules, or regulations dealing with or pertaining to real estate or real estate transactions, and which are approved and designated by the Commission as meeting this six-hour requirement, (b) three hours shall be required in each two year period in a property management course or courses approved and designated by the Commission as meeting this requirement for all licensees who provide property management services during such two year period, or who supervise a licensee or licensees who provide property management services during such two year period, and (c) three hours shall be required in courses on teams or team leadership which are approved and so designated by the Commission for all team members, team leaders, and designated brokers who supervise teams within 180 days after being designated a team member or team leader, or in the case of a designated broker within 180 days of the creation of any team under the broker's supervision.

**001.01** Continuing education activities approved under this Section are not subject to the duplication provision as set forth in Section 004.07 of this Chapter, except that continuing education activities approved under this Section and which are of the same content, or if in the opinion of the Commission so similar as to be indistinguishable in content, cannot be duplicated within the same two-year continuing education period.

**001.02** For purposes of this chapter property management shall mean and include: Acting under a written contract as a third party for a landlord or owner of property in the collection and or holding of rent, deposits, or other monies from tenants for the benefit of the property owner.

**001.03** Continuing education activities required under Section 001(c) of this section shall meet the education requirements for the two year continuing education period in which they are taken and the ensuing two year continuing education period. Team members, team leaders and designated brokers who supervise teams shall complete the required team training a minimum of once every four years.

**002** The six hours of training required in Section 81-885.51 of the Nebraska Real Estate License Act may be fulfilled by satisfactorily completing training activities approved and recognized by the Commission **OR** by satisfactorily completing Commission approved continuing education activities **OR** by some combination of both.

**003** Qualifications for approval of continuing education activities shall be as stated herein.

**003.01** A continuing education activity offered in the State of Nebraska shall be qualified for approval if the Real Estate Commission determines that:

**003.01A** The continuing education activity contributes to the maintenance and improvement of the quality of real estate services provided by real estate licensees to the public; and

**003.01B** An in-class continuing education activity must consist of at least three in-class clock hours but no more than nine in-class clock hours in any one day of instruction. In the case of a continuing education activity delivered in a distance education format there must be at least the content equivalent of three in-class clock hours, and certification pursuant to 299 NAC 7-002.02. An in-class clock hour is defined as 50 minutes in length; and

**003.01C** The provider has submitted a complete application as prescribed by the Real Estate Commission at least thirty days prior to the beginning of the continuing education activity; and

**003.01D** All instructors have met the qualification standards as established by the Real Estate Commission; and

**003.01E** The provider has met the provisions of all other applicable state laws.

**003.02** Continuing education activities offered via electronic means with real time visual and audio interaction between instructor and student shall qualify as classroom education if the instructor or a proctor can continuously view all participating students on their monitor or other viewing device or screen, or otherwise demonstrate to the Commission's satisfaction the capability to track and record the presence and participation of students.

**003.03** Continuing education activities offered in a distance education format must be certified by the Association of Real Estate License Law Officials. A student must complete the distance education activity within one year of the date of enrollment. Distance education as it is used in this chapter shall mean courses in which instruction does not take place in a traditional classroom setting but rather through other media where the criteria provided in Sec. 003.02 have not been met.

**003.04** Courses taken by salesperson licensees toward meeting the broker pre-license requirements, with the exception of Real Estate Principles and Practices or its equivalent courses, may be used toward meeting the continuing education requirement and also as meeting the pre-license broker requirement.

**003.05** In addition to continuing education activities directly approved by the Real Estate Commission, the Commission shall accept:

**003.05A** Continuing education activities approved to meet the continuing education requirements for renewal of a salesperson or broker license in another real estate jurisdiction and taken outside the State of Nebraska.

**003.05B** Instruction by instructors of approved continuing education activities toward meeting the continuing education requirement. The same restrictions of usage as set forth in Title 299, Chapter 7, Section 003 will apply.

**003.05C** Reviews of continuing education activities that are provided in a distance education format and have been submitted for approval as provided in this Chapter when the appointed reviewer, who must meet the same qualification standards established for continuing education instructors, successfully completes the activity and provides a report prescribed by the Commission.

**003.05D** The Commission shall have no obligation to accept a continuing education activity otherwise considered acceptable under this subsection if the activity has been identified by the Commission as unacceptable according to Nebraska continuing education criteria.

**003.05E** Written affirmation from non-resident licensees that they have met the current continuing education requirement in their state of residence.

**003.06** Licensees may use appraisal continuing education approved by the Nebraska Real Estate Appraiser Board toward their salesperson or broker continuing education requirement, when taken during the applicable two-year period for their salesperson or broker license.

**003.07** Licensees may use continuing education approved as Mandatory Continued Legal Education by the Nebraska Supreme Court if subject matter of such meets the requirements of Title 299, Chapter 7, Section 003.01A.

**004** The following activities shall not be approved as continuing education and cannot be used toward meeting the continuing education requirement:

**004.01** Those which are specifically examination preparation in nature.

**004.02** Those which deal with office or business skills, such as typing, speed reading, memory improvement, body language, motivation and similar activities.

**004.03** Those which are completed by a challenge examination (testing-out of the activity).

**004.04** Sales promotion or sales meetings held in conjunction with a brokerage firm's general business.

**004.05** Orientation courses for licensees held by trade organizations.

**004.06** Continuing education activities taken prior to approval date of the continuing education activity.

**004.07** Continuing education activities of the same content, or if in the opinion of the Commission an activity is so similar as to be indistinguishable in content, cannot be used for a minimum of four years after the activity was taken to be applied toward meeting the continuing education requirement, except that activities meeting the required hours set forth in Section 001 of this Chapter may be repeated but not in the same two-year continuing education period.

**004.08** Broker licensees cannot retake courses taken as part of their pre-license

requirement and use them toward meeting their continuing education requirement except as provided in Title 299, Chapter 7, Section 004.07.

**004.09** Continuing education activities taken to make up a deficiency of the continuing education requirement from a previous continuing education period may not be used toward the current period's continuing education requirement.

**005 Qualifications for recognition of training activities shall be as stated herein.**

**005.01** A training activity offered in the State of Nebraska shall be recognized by the Real Estate Commission pursuant to Section 81-885.51 if the Real Estate Commission determines that:

**005.01A** The training activity directly relates to real estate services provided by real estate licensees to the public; and

**005.01B** The training does not materially misstate elements of the Real Estate License Act or other provisions of the law; and

**005.01C** Training activity shall be approved in one-hour increments. A training activity approved for one hour of training credit must consist of at least one sixty minute hour of instruction. A training activity approved for 2 or more hours of training credit must consist of 50 minutes of instruction for each hour of training credit. In the case of a training activity delivered in a distance education format there must be the content equivalent of the time requirements stated in this section; and

**005.01D** The provider has submitted a complete application as prescribed by the Real Estate Commission at least thirty days prior to the beginning of the training activity.

**005.02** The Commission shall have the authority to require additional information regarding training content in order to determine eligibility.

**005.03** The Commission may determine that an activity submitted to meet the training requirement would more appropriately be recognized as continuing education because the level of complexity or legal nature of the training requires a more detailed review of the subject matter as provided in these regulations for continuing education.

**006** The following activities cannot be used toward meeting the training requirement:

**006.01** Those which are specifically examination preparation in nature.

**006.02** Those which are completed by a challenge examination (testing-out of the activity).

**006.03** Orientation courses for licensees held by trade organizations.

**006.04** Training activities taken prior to the Commission's recognition date of the training activity.

**007** The Commission shall notify applicants in a timely manner, in writing, whether an application is approved or denied. If an application is denied, the denial notice shall state the reason(s) for denial. This section applies to initial submittals of applications for approval of training activities, and providers, activities, and instructors of Nebraska real estate continuing education; resubmittals of continuing education activities for reapproval every three years; and resubmittals of activities due to substantial changes in the activities.

**008** Approved continuing education and training activities shall be resubmitted by the provider for approval and reviewed every three years by the Commission unless substantial changes are made in the activity prior to that time.

**009** Upon renewal, as provided in sec. 008, above, approved providers shall submit a list of current approved instructors they wish to renew for the education and training activities.

**010** If substantial changes are made, the activity shall be submitted by the provider for review and approval, and may not be offered prior to receiving notice that the altered activity has been approved.

**011** Decisions of the Real Estate Commission to deny approval of training activities or continuing education providers, activities, or instructors may be reviewed by the Commission when such review is requested within twenty days of notification of said decision. The Real Estate Commission may at any time re-evaluate an approved training activity or continuing education provider, activity, or instructor. If a basis for consideration of revocation of approval is found, the Commission shall notify said provider by mail at least twenty business days prior to said hearing on the revocation.

**012** Providers of approved training or continuing education activities shall be governed by the provisions of this Section in addition to any other applicable statutes or rules and regulations.

**012.01** Successful completion of an approved training or continuing education activity requires full-time attendance at the activity. Guidelines for what constitutes full time attendance at a training or continuing education activity shall be developed and published by the Commission and provided to all students at or prior to the start of any instructional activity by the provider.

**012.02** A completion certificate, not larger than 8 1/2 by 11 inches, must be issued to each student upon completion of the activity and shall include such information required by the Commission.

**012.03** In the case of students using a pre-license broker course toward both pre-license and continuing education as set forth in Title 299, Chapter 7, Section 002.03, upon request by the student a separate continuing education completion certificate will be issued by the provider upon completion of the course in addition to the pre-license proof of completion.

**012.04** Records shall be maintained by each provider on each individual student for four years. Said records to include: name and real estate license identification number of the student; residence or business address of the student; the title of the activity completed in full; the number of training or continuing education hours granted the activity; the date the student completed the activity; and, activity content numbers for continuing education activities.

**012.05** A verification listing of the attendees at an approved training or continuing education activity who have met the requirements of completion as established by the Commission pursuant to Section 81-885.52 of the Nebraska Real Estate License Act shall be submitted to the Commission, in the current format specified by the Commission, within ten business days of the conclusion of the activity.

**013** Nothing in this Chapter shall be construed to preclude training or educational offerings sponsored, or conducted, by the Real Estate Commission from being accepted toward meeting the continuing education requirement of the Nebraska Real Estate License Act.

Laws 1973, LB 68, §7; RS 1943, §81-885.07 (5) R. S. Supp., 1974. Effective date September 2, 1973.

Laws 1985, LB 101, §10; RS 1943, §81-885.54, R.S. Supp., 1985. Effective date March 7, 1985.

Laws 2016, LB678, §3: RS 1943, §81-885.56 R.S. Cum. Supp., 2016, Effective Date, October 1, 2016.

Laws 2016, LB678, §4: RS 1943, §81-885.24 R.S. Cum. Supp., 2016, Effective Date, October 1, 2016.